

REPORT

DATE: July 6, 2006

TO: Regional Council
Administration Committee

FROM: Debbie Dillon, Human Resources Manager

SUBJECT: Salary Survey Study Results

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

The Personnel Committee recommends approval of the salary range adjustments for the following classes:

Class Titles	Current Salary Range	Percent Increase	Proposed Salary Range
Graphics Designer	\$36,616 - \$54,924	10%	\$40,278- \$60,416
Web / Graphic Designer	\$40,423 - \$60,643	10%	\$44,465- \$66,707
Senior Graphics Designer	\$41,418 - \$62,139	10%	\$45,560- \$68,353
Lead Graphics Designer	\$45,727 - \$65,590	10%	\$50,300- \$72,149
Programmer Analyst	\$48,041 - \$72,062	10%	\$52,845- \$79,268
Senior Programmer Analyst	\$58,531 - \$87,797	10%	\$64,384- \$96,577
Senior Systems Administrator	\$64,601 - \$96,908	2%	\$65,893 - \$98,846
Lead Systems Administrator	\$71,311 - \$106,967	2%	\$72,737 - \$109,106
Deputy Legal Counsel	\$69,575 - \$104,357	10%	\$76,533 - \$114,793
Internal Auditor	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Manager of Community Development	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Manager of Data & Monitoring	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Manager of Environmental Planning	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Manager of Finance	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Manager of Govt & Public Affairs	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Manager of Human Resources	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Manager of Information Technology	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Manager of Modeling	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Manager of Trans. Plan. & Programming	\$95,910 - \$143,866	3%	\$98,787 - \$148,182
Director of Planning & Policy	\$108,506 - \$162,765	10%	\$119,357 - \$179,042
Director of Information Services	\$108,506 - \$162,765	10%	\$119,357 - \$179,042
Chief Financial Officer	\$114,009 - \$171,001	10%	\$125,410 - \$188,101
Deputy Executive Director	\$119,771 - \$179,669	10%	\$131,748 - \$197,636
Director of Intergov. Relations & Legal Svs.	\$119,771 - \$179,669	10%	\$131,748 - \$197,636
Executive Director	\$138,904 - \$208,356	10%	\$152,794 - \$229,192

REPORT

SUMMARY:

The last comprehensive salary survey was conducted in 2001. A cost of living increase of 2.6% was given to all classes in January of 2003 based on the CPI of September 2002. These classes have received no additional increases.

Listed below are the base salary survey results for benchmark classes.

Class Title	Current Max Salary	Survey 75 th Percentile	% Below the 75 th Percentile
Graphics Designer	\$54,924	\$60,621	10.4%
Senior Programmer Analyst	\$87,797	\$96,457	9.9%
Deputy Legal Counsel	\$104,357	\$114,670	9.9%
Lead Systems Administrator	\$106,967	\$108,859	1.8%
Mgr. of Trans. Plan. & Prg.	\$143,866	\$147,481	2.5%
Director of Planning and Policy	\$162,765	\$178,534	9.7%
Chief Financial Officer	\$171,001	\$196,259	14.8%
Director of I. R. & Legal Services	\$179,669	\$202,425	12.7%
Executive Director	\$208,356	\$235,395	13.0%

Salary increases for director level classes are based on the rounded percentage that the Director of Planning and Policy class falls below the 75th percentile. This maintains the current internal salary relationships among the director level classes and moves them based on the strongest benchmark. However if the Committee prefers, director level positions can be adjusted according to benchmark data only. All other increases are based on the rounded percent that the maximum salary is below the 75th percentile. All other classes listed for a salary increase are linked to one of the benchmarks. The percentage differentials between related classes are those recommended in the 2001 compensation study.

BACKGROUND:

This is a salary survey of classifications that have not received any recent salary review as part of a classification study and are not anticipated to change in the upcoming classification studies to be performed in the next fiscal year. It is anticipated that all benchmark classes will be reviewed for salary purposes in July 2007.

Studies have been performed of the Administrative Support classes and the Planning class series in the last two years. There are three major classification studies to be performed within the next year – classes within the Finance Department which will begin next week, the classes within the Intergovernmental Relations and Legal Services Department, and the class series of Modeling Analyst and GIS Analyst. Information Technology classes will be reviewed in the following fiscal year.

In 2001 a classification and compensation study was conducted by Personnel Concepts. This study established:

- ❖ survey group
- ❖ benchmark jobs
- ❖ defined position or target in the market as the 75th percentile
- ❖ salary internal relationships

REPORT

All compensation components remain the same except in those cases in which a class is no longer in use and the recommendation of this report to maintain current internal salary relationships among director classes rather than have them all move with the market.

FISCAL IMPACT:

No immediate fiscal impact. Employees only move in the salary range at the time of their merit pay performance increase. Adequate funds are budgeted each year to cover all merit pay increases.